

## Appendix 1 - SR58 - Corporate Health and Safety Action Plan

This document should be read in conjunction with the Corporate Occupational Health & Safety (OHS) Objectives & Programmes  
April 2010/11 – March 2014/15 HSMS Ref: A0)

Not yet started	Significant chance of missing target	Chance of missing target	On target or Completed
-----------------	--------------------------------------	--------------------------	------------------------

No.	Objective	Action owner	Timescale & milestones	Detail & Progress Update
<b>A. Effective occupational health and safety management systems</b>				
<b>A1</b>	Further rationalise and simplify the structure of our H&S policies and guidance to make more concise and supportive of managers.	DH	To be completed for all current documentation by Oct 2013 Take new Policy through CLT and Policy Committee by end March 2013. (On target)	New Corporate Policy format has now been adopted along with new format for supporting guidance. A programme of work is being developed to ensure that we meet this target.  New Corporate H&S Policy document drafted.  Allocated Safety Adviser resource LH and MG.
<b>A2</b>	Simplify the general approach to risk assessment (B2)  Including review of COSHH Assessment process, policy and guidance	PR  JN	Draft: 1/10/12 DRSEMGs: Jan - March 2013 CHSWP: April 2013 Compliance: April 2013 Personnel Committee: May 2013 (On target)	Draft document to be prepared for consideration by H&S team. Draft policy and guidance COSHH prepared.  Allocated Health and Safety Adviser resource LH & MD

No.	Objective	Action owner	Timescale & milestones	Detail & Progress Update
<b>A3</b>	Integrate H&S more fully with; Procurement processes / contracts Construction planning Ways of Working	DH	April 2013 Draft: 1/10/11 DRSEMG: Jan-March 13 CHSWP: Done Compliance: April 2013 Personnel Committee September 2013 (On target)	Audit of contractor management process completed April 2012 Draft Policy and Guidance in progress DH working closely with Procurement to review processes. Allocated H&S Adviser Resource MG
<b>A4</b>	To further review and improve awareness of property related health and safety issues by further development of the NPO role and related communication process	JN	Completed Aug 12  December 2012  January 2013  April 2013  (On target )	Departmental (ASCH&PP, CFCS, E&R) NPO Groups established to facilitate review;  Property Group maintain lists of NPOs & NPCs using feedback from Dept. Sponsors  Establish Property H&S coordination group January – March 2013.  Review of NPO in relation to BMS.  Allocated H&S Adviser Resource DJ
<b>A5</b>	Develop & introduce SAP accident reporting module	DH	Oct 2013 (On target )	Development in progress. Initial testing in 2012, target Oct for roll-out to Depts

No.	Objective	Action owner	Timescale & Milestones	Detail & Progress Update
<b>B. Health and safety compliance</b>				
<b>B1</b>	Introduce 'Statutory Compliance Notice' process to ensure compliance for serious, persistent non-compliance issues	PR	Draft: 1/10/12 DRSEMG: Jan – March 2013 CHSWP: April 2013 Compliance: July 2013 Personnel Committee: September 2013 (On target)	Review of process to be supported by MD. Working group to be established by end January 2013. Draft process to be completed by end February 2012. Target to complete by September 2013.  Allocated H&S Adviser Resource MD
<b>B2</b>	Extend OHSAS registration to selected Services within CFCS Country Parks Youth Service National Watersport Centre	SB	January 2013 (On target)	Gap analysis complete. Assessment dates established Stage 1 in June-Sept; Stage 2 in January 2013 Allocated Safety Adviser resource MB and PB.

No.	Objective	Action owner	Timescale & Milestones	Detail & Progress Update
<b>B3</b>	Review and revise the approach to statutory inspections to ensure more effective compliance with PUWER (Provision and use of work equipment regulations)	KT	April 2013 (On target)	<p>This requires review of the contract for stat inspections to determine whether this contract needs to be re-tendered. Significant work is also required to ensure that internal processes for responding to and monitoring completion of non-compliance are suitable and sufficient. Work has already been completed to revise the Occupational Therapy equipment inspection processes.</p> <p>Report considered by Compliance Board 2012. Update report due April 2013.</p> <p>Allocated Safety Adviser resource AH.</p>
<b>B4</b>	Introduce systems of recognising good health and safety management performance across all departments	PR	April 2013 (On target)	Pilot to take place in schools Jan – March 2013

No.	Objective	Action Owner	Timescale & Milestones	Detail & Progress Update
<b>C. Improved competence and communication</b>				
<b>C1</b>	Active Safety Management for Directors and Group managers (95% attendance) & 'Essential Health and Safety for Managers' course (60% attendance)	PR	April 2013 (On target)	For 2012-13 'ASM' attendance levels were 48% and H&SEM attendance at 48%. Further action has been taken to meet the 95% target figure; majority of relevant Managers in ASCH and CFCS will have been trained by end January 2013. Senior practitioners to raise at DRSEMGs to establish plan for all other managers to attend. Essential Health and safety Training remains on target.

No.	Action	Action Owner	Timescale & Milestones	Detail & Progress Update
<p><b>D. Risk priorities – all departments will be required to develop action plans to identify the measures/steps being taken to prioritise, eliminate and reduce identified risks and address any outstanding issues or areas of concern with a particular focus on the following areas.</b></p>				
<p><b>D1</b></p>	<p>Improve management of Violence and Aggression Working with other experts, to support Services &amp; Schools to develop a proportionate &amp; consistent approach to staff training &amp; procedures Revise and relaunch Violence and Aggression Policy and Guidance</p>	<p>SB for CFCS KT for ASCH JN for E&amp;R</p>	<p>November 2012 deadline for policy and guidance April 2013 deadline for communication programme.  Draft: Complete Corporate JCNP: September 2012 Pers. Comm: agreed 21/11/12  (On target)</p>	<p>DRSEMGs to coordinate review at departmental and service level. Include in audits/inspections Lone Worker communication systems being trialled 2012  Review of reception &amp; postal security at County Hall in Sept 12 Review of MAPA training to be carried out by SB and KT Policy taken to Personnel Committee November 2012 and implementation plan indicates good progress.</p>
<p><b>D2</b></p>	<p>Slips, trips and falls Specific programmes to reduce incidence. Targeting higher risk activities.</p>	<p>JN</p>	<p>March 2013  (On target)</p>	<p>Further work required including targeted support by H&amp;S Team for higher risk areas (Cleaning &amp; Catering) - Allocated Safety Adviser resource MD &amp; DJ Include in audits/inspections Awareness materials to be made available</p>



No.	Action	Action Owner	Timescale & Milestones	Detail & Progress Update
<b>D4</b>	Noise & Vibration – assessments of exposure -support Services & Schools to make accurate assessments of exposure	JN	Jan 2013 (On target)	<p>H&amp;S Team, Property &amp; Highways reps refresher training for noise assessment completed in June 2012. Plan of assessments needed.</p> <p>Follow up work on 2011 noise &amp; vibration reviews (incl. Schools)</p> <p>Allocated resources to support this objective</p> <p>Allocated Safety Adviser resource DJ – vibration</p> <p>Allocated Safety Adviser resource AH / MG / MS – noise</p>
<b>D5</b>	Fire and Explosion Review application of DSEAR and evaluate compliance Support Services & Schools with adoption of Emergency Action Plans and basic Fire Safety training	JN (DSEAR) SB (Fire)	Completed	This is no longer an issue as the areas where this was identified have ceased carrying out the work in this way.
<b>D6</b>	Electricity Work with Property Group to improve remedial work on fixed systems Evaluate compliance with recommended PAT regimes	SB	March 2013 (On target)	<p>Include in audits/inspections</p> <p>Original December 2012 deadline extended to allow wider consideration of electrical safety.</p>



No.	Action	Action Owner	Timescale & Milestones	Detail & Progress Update
<b>D7</b>	Stress	Veronica Tordimah	See Employee Health and Wellbeing action plan (On target)	Action is being taken as part of the Wellbeing Action plan to review policy and support mechanisms.

Document Owner: Peter Roddis (Health & Safety)

**Key**

PR - Peter Roddis  
KT - Karen Thornton  
SB - Steve Bingley  
DH - David Hounsell  
MG - Michelle Godley  
LH - Laura Holmes  
MD- Matthew Daft  
MS - Matthew Shirley  
PL – Pat Lamb (Property)  
RW – Bob Watt (Property)  
AH - Angela Howat  
MB - Mike Bland  
DJ - Dulsie Jones  
PB - Phil Broughton

**Glossary**

ASM – Active Safety Management (Training Course)  
BMS – Business Management System  
CLT – Corporate Leadership Team  
COSHH – Control of Substances hazardous to Health  
CHSWP – Central Health Safety & Welfare Panel  
DRSEMG – Departmental Safety & Emergency Management Group  
DSEAR – Dangerous Substances in Explosive Atmospheres  
MAPA – Management of Actual and Potential Aggression  
NPC – Nominated Property Contact  
NPO – Nominated property Officer  
OHSAS – Occupational Health and Safety Advisory Standard 18001